



COVID-19 Vaccine Management System (CVMS) Provider Portal

Federal Allocations Job Aid

Please follow the instructions below to indicate a 'Federal Allocation' when adding new Vaccine Inventory or when updating an existing Vaccine Inventory record in the CVMS Provider Portal. Only users with a HEALTHCARE LOCATION MANAGER profile can indicate a Federal Allocation in the CVMS Provider Portal.

1 When to Indicate a Federal Allocation

A federally allocated vaccine inventory simply means that the vaccine inventory shipment was sent on behalf of the federal government. For most inventories, the default will be a state allocation and the Federal Allocation checkbox will be unchecked to signal that it is NOT a federal allocation.

State Allocations: If the inventory is sent on behalf of the State, your primary Vaccine Coordinator should be sent an email and a shipment record should be available in the CVMS Provider Portal. Typically, shipment records are loaded into the CVMS Provider Portal before 12:00 pm the day of the vaccine arrival.

Federal Allocations: If the inventory is sent on behalf of the federal government, there will *NOT* be a shipment record in the CVMS Provider Portal and Healthcare Location Manager entering the inventory will be required to 'check' the Federal Allocation box in the inventory record and add FED to the inventory record name.

Please Note: This process is designed primarily for FEMA and FQHC designated locations. *However, non-FEMA and non-FQHC sites that may receive federal allocations should see NOTE on Step 5 below.*

2 How to indicate a Federal Allocation when adding new Vaccine Inventory

In this scenario, you want to tag a new Vaccine Inventory Record as a Federal Allocation.

1. Navigate to the CVMS Provider Portal (<https://covid-vaccine-provider-portal.ncdhhs.gov>)
2. Log in using your **NCID** username and password



3. Navigate to the **VACCINE INVENTORY** tab

The screenshot shows the NCDHHS CVMS Provider Portal. The 'Vaccine Inventory' tab is highlighted in the top navigation bar. Below the navigation bar, there is a 'Recipient Check-In' section with a search box for appointment confirmation numbers. To the right, there is a 'Today's Appointments' table with columns for Time, Details, Case Number, and Location. The table lists several appointments for March 10, 2021, at Clinic Location 1.

4. Click Add

The screenshot shows the 'All Vaccine Inventories' list. The 'Add' button is highlighted in a red box. Below the list, there is a table with columns for Vaccine Inventory Name, Account, Product Name, Usage, Dose, Status, Expiration Date, Date Received, and Created Date. The first row shows 'Delivery 02/16/...' with a status of 'Available'.

5. Fill out required fields, update the "Vaccine Inventory field" to start with "FED - ", select the **FEDERAL ALLOCATION?** checkbox, and click Save.

NOTE: For non-FEMA and non-FQHC sites, *do not select the "FEDERAL ALLOCATION?" checkbox box*, as this is only used for FEMA and FQHC sites that receive federal allocations.

The screenshot shows the 'New Vaccine Inventory: New Vaccine' form. The 'Vaccine Inventory Name' field is highlighted in a red box and contains the text 'FED - Lot 123456'. The 'Federal Allocation?' checkbox is also highlighted in a red box and is checked. Other fields include 'Account', 'Expiration Date', 'Vaccine Product', 'Lot', 'Usage (First or Second Doses)', 'Shipment Details', and 'Inventory Instructions and Assistance'. The 'Save' button is highlighted in a red box at the bottom right.

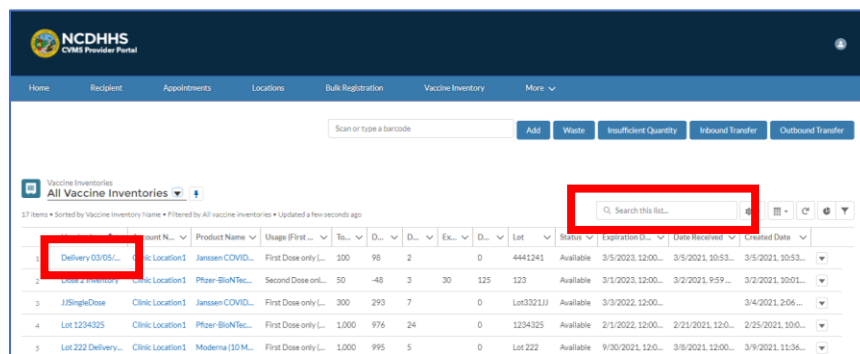


NOTE: When naming a vaccine inventory that is checked for 'Federal Allocation' **you must add FED to the beginning of the Vaccine Inventory name** so that it is easily identifiable. Remember to always add the **LOT NUMBER** to all vaccine inventory names.

3 How to indicate a Federal Allocation for existing Vaccine Inventory records

In this scenario, you want to indicate an existing Vaccine Inventory record as a Federal Allocation.

1. Search for a **VACCINE INVENTORY** record from the Vaccine Inventory tab and click on the specific Vaccine Inventory Record



2. Click the **PENCIL ICON** next to the Federal Allocation field



NCDHHS
CVMS Provider Portal

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Vaccine Inventory
Delivery 03/05/2021

Account	Total Doses	Doses Available	Doses Administered	Doses Wasted	Doses Insufficient Quantity
Clinic Location1	100	98	2	0	0

DETAILS RELATED

▼ Vaccine Inventory Details

Vaccine Product Janssen COVID-19 Vaccine	Vaccine Inventory Name Delivery 03/05/2021
Lot 4441241	Account Clinic Location1
Expiration Date 3/5/2023, 12:00 PM	Date Received 3/5/2021, 10:53 AM
Usage (First or Second Doses) First Dose only (100%)	Status Available
Total Vials 20	Federal Allocation? <input type="checkbox"/>

3. Check the **FEDERAL ALLOCATION?** box and click Save

NOTE: When naming a vaccine inventory that is checked for 'Federal Allocation' **you must add FED - to the beginning of the Vaccine Inventory name** so that it is easily identifiable. Remember to always add the **LOT NUMBER** to all vaccine inventory names.

NOTE: For non-FEMA and non-FQHC sites, *do not select the "FEDERAL ALLOCATION?" checkbox box, as this* is only used for FEMA and FQHC sites that receive federal allocations.



If you have any questions or issues, please go to the CVMS Help Desk Portal at https://ncgov.servicenowservices.com/csm_vaccine and select the "**Vaccine Provider**" option to submit your question or issue.

If you are in North Carolina, you can also call the COVID-19 Vaccine Provider Help Center at (877) 873-6247 and select option 8. The COVID-19 Vaccine Provider Help Center is available during the following hours:

Monday – Friday: 7:00 AM – 7:00 PM ET
Saturday – Sunday: 10:00 AM – 6:00 PM ET

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